

VIA: _____
(SPECIFY AIR OR SEA POUCH)

DISPATCH NO. MGFA-6729

SECRET
SECURITY INFORMATION
CLASSIFICATION

TO : DCOM, Frankfurt

DATE: 18 August 1952

FROM : Chief, FHB

SUBJECT: GENERAL— Administrative

SPECIFIC— Request For Authorization of Funds to Pay Salary
of Maid in KIBITZ Safe House at Ludwigsburg

REF: MGFA-6544

1. Above referenced memorandum, a copy of which is attached, was approved by ☒ on 11 June 1952 with copy of approval in Finance Division files.

2. The KIBITZ Program employed Frau Elsa Rehm as cook-housekeeper in the safe house at Ulm. In the above-mentioned reference our request for authorization of 200 DM salary payment to Frau Rehm was approved. However, Frau Rehm is still on the Ulm Sub-Post payroll and from all information that ☒ can obtain she will continue to be so. We therefore do not have to pay her salary, and everyone is happy.

3. Since the approval of MGFA-6544 the KIBITZ Program has secured a new safe house at Ludwigsburg. Because of operational necessity--having to put an agent in the house for training on very short notice, we were obliged to hire a cook-housekeeper on 1 August 1952. We have arranged with her to work for a salary of 150 DM per month.

4. Personal data on the Ludwigsburg cook-housekeeper are:

Name: Frau Frances Schroeder

Age: 37 years old

Favorably agreed upon salary: 150 DM

Duties: Cook-Housekeeper for 6 room house in which agents will live. Frau Schroeder does not live on premises.

Security Clearance: ☒ made a name check at CLS and COS with negative results before hiring Frau Schroeder.

NAZI WAR CRIMES DISCLOSURE ACT

Encls

- 1 - German Contract
- 2 - English Translation
- 3 - cy. MGFA-6544

DISTR:

- 2 - DCOM
- 1 - FHB
- 1 - Stay-Behind

EXEMPTIONS Section 3(b)

- (2)(A) ☒ 51-28A
- (2)(B) Methods/Sources ☒
- (2)(G) Foreign Relations ☒

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☒
CLASSIFIED BY _____
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE: _____
AUTHORITY: _____
DATE: 5/27/81 REVIEWER: TOI

Declassified and Approved for Release
by the Central Intelligence Agency
Date: 2005

SECRET
CLASSIFICATION

WASH-CIA-PRO-865

27 Aug
not MLC OK
checked
32-6-2-9349

SECRET

SECURITY INFORMATION

11 August 1952

Frau Francis Schröder
Ludwigsburg a. N.

Liebe Frau Schröder:

Hiermit biete ich Ihnen eine Stellung als Wirtschaftlerin/
Köchin an Gehalt 150 DM monatlich. Ihr Arbeitsplatz ist:
Favoritengarten 55, Ludwigsburg. Daraus müssen Sie folgendes
selbst bezahlen: 1) Einkommensteuer; 2) Kirchensteuer;
3) sonstige Steuern; 4) alle Beiträge für Versicherung und
Altersfürsorge. Steuerkarte und Versicherungsscheine sind
auf Verlangen vorzuzeigen.

Ihre Pflichten als Wirtschaftlerin/Köchin sind folgende:
Wäsche, Hausbereinigung, Mahlzeiten zubereiten und servieren,
und sonstige Haushaltspflichten.

Für jeden Monat bzw. Monatsteil haben Sie einen Tag
Urlaub, den Sie nach Verabredung mit Mr. Garvin nehmen dürfen.
Es gibt keine weitere Vergünstigungen.

Kündigung steht beiden Parteien frei, Benachrichtigung
erfolgt 30 Tage vorher. Auch ohne Kündigung kann Entlassung
erfolgen, wenn triftige Gründe vorliegen.

Dieser Kontrakt beginnt am 1. August 1952. Erste Gehaltzahlung
am 1. September 1952, weitere am ersten jedes Monats. Falls Sie
diese Stellung annehmen, unterzeichnen Sie bitte mit Datum wo
angegeben.

Angenommen:

Name:

Franciska Schröder

Datum:

14. 8. 1952

SECRET

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SECURITY INFORMATION

11 August 1952

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Ludwigsburg a. N.

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angegeben.

Angenommen:

Name:

Datum:

SECRET

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SECURITY INFORMATION

11 August 1952

Frau Francis Schröder
Ludwigsburg a. N.

Dear Frau Schröder:

You are hereby offered the position of cook/housekeeper at the rate of 150 DM per month for the house at Favoritengarten 55, Ludwigsburg. Out of this sum, you are responsible for paying: 1) ordinary taxes; 2) church taxes; 3) other taxes; and 4) all of social insurance and old-age pension payments. The Stuerkarte and all Social Insurance records showing your payments will be kept up-to-date and produced upon request.

Your duties as cook/housekeeper will include: doing the laundry; cleaning the house; purchasing food; preparing and serving meals and such other housekeeping duties as directed.

You will accrue 1 day of leave for each month or part of month worked. You may take this leave upon agreement with Mr. Garvin, your supervisor. You will receive no other benefits from your employer in respect to this employment.

Termination of this employment contract can be made by either party upon receipt of 30 days notice. This does not preclude, however, your dismissal without such notice for cause.

This contract is effective 1 August 1952 for an indefinite period. The first salary payment will be made on 1 September 1952. Thereafter you will be paid on the 1st of each month.

If you accept this employment offer, please sign your name and date where indicated.

Accepted:

Name:

Date:

SECRET

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SECURITY INFORMATION

MGFA-6544

Chief of Station, Frankfurt

11 June 1952

Chief, FOB

ADMINISTRATIVE

Request for Authorization of Funds to Pay Salary of
Maids in KIBITZ Safe-Houses -- Ulm and Unterschöendorf

1. On 30 June 1952, the Army will no longer furnish maids to occupants of requisitioned property.

2. The KIBITZ Program has, and will continue to require, maids in each of two safe houses. Personal details about these two maids and their duties are given below:

a. Ulm Safe House: Maid, Frau Elsa Rehm; age 50 years; salary received from the Army -- DM 200.

Duties: Cook-Housekeeper for maintenance of seven rooms. She has been employed in her present position since April 1951. Frau Rehm does not live on premises.

b. Unterschöendorf Safe House: Maid, Fraulein Maria Dastig; age 60 years; salary received from the Army -- DM 150.

Duties: Same as (a).

Dastig has been employed by KIBITZ, in her present position, since November 1951.

NOTE: The difference in salaries is due to the facts that Unterschöendorf is a rural area and thus at the bottom of the wage scale and also because Frau Rehm is considered an experienced or semi-professional domestic servant, while Fraulein Dastig is not.

3. Both employees listed, are performing their duties efficiently and have been security checked. The KIBITZ Program is now at the height of its training season and continuance of these employees in their present duties is considered essential.

4. The following additional points are deemed justification for the employment of a fulltime maid for both the Ulm and Unterschöendorf KIBITZ safe houses:

COS-2
FIN-2
FOb-2

DOCUMENT NO. _____
NO CHANGE IN CLASS. *X*
DECLASSIFIED
CLASS. CHANGED TO: TS S C *2011*
DATE *5/7/81* BY *1012*

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SECURITY INFORMATION

a. Agent personnel are almost continually in residence in the houses. During this residence or training period they, of course, must be fed and their quarters maintained. On the average, an agent is in residence in each of the houses for twenty or more days a month. If they are not fed ~~three~~ meals a day in the house, they must be taken out to eat which is not only more expensive, but at the same time endangers security.

b. Because of the nature of the KIBITZ Program, agents often become available on very short notice for resident training. Thus, we must be prepared and have safe houses ready at all times to accommodate such agent personnel.

c. The KIBITZ safe houses are requisitioned residential property. The employment of a fulltime maid in each house would possibly alleviate fears in the minds of the German owners that their houses are not being kept up properly, and would thus tend to keep these German owners from prying too much into what goes on in the safe house.

5. It is requested that KIBITZ Project be authorized 350 DM per month to pay the salaries of Frau Rehm and Fraulein Dastig as fulltime maids in the KIBITZ safe houses. It is felt that there is a possibility of either or both leaving our employment if we reduce their salaries. As stated above, their loss now would seriously handicap the KIBITZ training Program and security would be lessened by the necessity of employing another German. The time element required for obtaining security checks on a new employee would also put a strain on the training program.

Recommend Approval.

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82-6-2-9349